

Vendors must have an active, approved master contract under the SITE program and be approved in the category or categories listed in the RFO document in order to respond to and RFO. Vendor is responsible for reading all addenda associated with the RFO.

# IT Professional Technical Services

## SITE Program

### T#:14ATM

**Request for Offers (RFO) For Technology Services Issued By**  
**MN Department of Human Services**

**Project Title:** **MnCHOICES Assessment Tool Developer/Programmer**

**Category:** **Developer/Programmer (Seeking one individual resource.)**

#### **Business Need**

The Minnesota Department of Human Services (DHS) through the Community Supports Administration seeks an HTML5 developer with application design and architecture experience necessary to assist in re-platforming the MnCHOICES Assessment application. The current application is written in Microsoft Silverlight, and the replacement will be written in HTML5.

MnCHOICES is a comprehensive assessment tool implementing protocols used to assess people who may have long term care needs. This tool was designed to replace paper eligibility and assessment tools used for programs administered by Community Supports and Continuing Care for Older Adults within DHS. MnCHOICES affects all participants in waived and non-waived programs administered by county social service agencies and by health plans providing continuing care services.

MnCHOICES has offline capability using Microsoft Silverlight. Silverlight is deprecated effective in 2020, requiring MnCHOICES to be re-platformed to HTML5. Along with re-platforming, the MnCHOICES database and rules engine are being redesigned and upgraded. Collectively, the solution is referred to as MnCHOICES 2.0.

This position will assist state developers in designing and developing responsive mobile and desktop applications for MnCHOICES 2.0 using HTML5.

This project is one of several related projects to upgrade and re-platform MnCHOICES being undertaken over the next several years. Related projects include:

- Database redesign
- Desktop application redesign
- Creation of an assessment content management application
- Converting from iLog to DROOLS for rules processing
- Automating build and deployment processes
- Build-out of reporting capabilities, i.e. datamart/data warehouse

## Project Deliverables

The role of the contracted HTML5 Developer/Architect will be to evaluate the Silverlight application and work with state staff to design and develop a replacement using HTML5. The Electronic Licensing Inspection Checklist Information (ELICI) currently under development at MN.IT@DHS is an HTML5 with similar functionality and its structure and the project's experience is expected to inform this effort. Specific deliverables and timelines are listed below.

Project Deliverable	Due Date
Assessment 1.0 architecture review	30 days after work order execution
Assessment 2.0 review & recommendations	45 days after previous deliverable
Finalize design documentation for 2.0	60 days after previous deliverable
Assessment 2.0 solution development	120 days after previous deliverable
Support solution testing and prod support	120 days after previous deliverable
Implementation of new requirements as needed	To be determined

## Estimated Project Schedule

- Anticipated Engagement Start Date: January 17, 2017
- Anticipated Engagement End Date: January 16, 2018
- The State will retain the option to extend the work order in increments determined by the State.

## Project Environment

In general, project staff are experienced working in both Agile and Waterfall development methodologies. This project will follow an Agile approach. Tools supporting the software engineering effort include:

- SciForma for overall project management
- Standard Microsoft Office Suite, including Visio
- Team Foundation Server and StarTeam for source control
- OnTime for Agile project management
- Lotus Notes (with an interface to OnTime) for bug reporting
- Visual Studio with MSDN for development work
- Oracle 11g (migrating to 12c) for primary database
- Oracle SQL Developer for database work
- Veracode subscription to assess secure coding practices
- Compliance Sheriff to assess accessibility

## Project Requirements

This is a web-based application with off-line capability implemented centrally at MN.IT Services@DHS and accessible via secure URLs.

The web application supports approximately 3,000 external users offering online/offline connectivity for user workflows.

The system will be built to MN.IT@DHS technical standards, which comply with Statewide Enterprise Architecture standards.

All developed code is expected to comply with MN.IT@DHS best practices, and is subject to code review as appropriate.

#### Responsibilities Expected of the Selected Vendor

- Follow all MN.IT@DHS standards and templates as directed
- Work with testers and subject matter experts to identify code changes and additions
- Implement changes necessary for accessibility and usability by people with disabilities
- Perform software development maintenance (bug fixes) for the project change requests
- Provide DHS Project Manager with progress reports on a weekly basis
- Inform DHS Project Manager in a timely manner of risks to the milestone completion dates
- Work closely with and ensure knowledge transfer to MN.IT@DHS development team

**Mandatory Qualifications (to be scored as pass/fail).** At a minimum, a proposed resource must meet the following mandatory qualifications. Resource submissions that do not clearly demonstrate that these mandatory qualifications are met will not be considered under this RFO.

Mandatory Qualifications	Years of Experience
Propose an hourly rate at or below vendor's Maximum Hourly Rate for the Developer/Programmer SITE category	n/a
HTML5 architectural design/development experience, including CSS	2
Experience writing or designing HTML5 operating in an off-line mode	1
Experience with HTML5 supporting UI frameworks	2
Experience programming in Javascript	3

**Desired Skills.** Proposed resources that meet the Mandatory Qualifications will be evaluated on the following Desired Skills. Responder should demonstrate in its proposal the length, depth, and applicability of the proposed resource's prior experience in the desired skills below.

Desired Skills
Development experience using either appcache or indexeddb
Experience working in a government environment
Experience with WCAG 2.0 and Section 508 accessibility guidelines

#### Process Schedule

Process Milestone	Due Date
Deadline for Questions	11/18/2016, 1:00 PM CST
Anticipated Responses to Questions Posted	11/28/2016
Proposals due	12/8/2016, 1:00 PM CST
Anticipated proposal evaluation complete	12/30/2016
Anticipated work order start	1/17/2017

## Questions

Any questions regarding this Request for Offers must be submitted via e-mail according to the date and time listed in the Process Schedule to:

Robin Wegener  
Contract Manager, MN.IT Central  
[mnitcontracts@state.mn.us](mailto:mnitcontracts@state.mn.us)

Questions and answers will be posted via an addendum to the RFO on the Office of MN.IT Services website (<http://mn.gov/buyit/14atm/rfo/active.html>) according to the Process Schedule above.

Other persons ARE NOT authorized to discuss this RFO or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted State staff other than the individual above, the responder's proposal may be removed from further consideration.

## RFO Evaluation Process

The Responders' proposals will be evaluated on the following components.

Factor	Weight	Total Points
Mandatory Qualifications	Pass/Fail	
Desired Skills	70%	70
Cost	30%	30
Total	100%	100

- A. Evaluation of Desired Skills.** Points have been assigned to the Desired Skills. The total possible points for each Desired Skill are as follows:

Desired Skills	Weighted Value
Development experience using either appcache or indexeddb	45
Experience working in a government environment	15
Experience with WCAG 2.0 and Section 508 accessibility guidelines	10
TOTAL	70

The evaluation team will review the desired skills of each resource that has met the Mandatory Qualifications. After reviewing the desired skills, the members of the evaluation team will rate each desired skill based on the amount of possible points for each desired skill.

The State reserves the right to interview any or all proposed resources. In the event interviews are conducted, Desired Skills scores may be adjusted based on additional information derived during the interview process. The State further reserves the right to remove a resource from consideration if the resource is unavailable for interview as requested by the State.

The State also reserves the right to contact proposed resources' references and to adjust Desired Skills scores based on additional information derived from the reference checks.

- B. Evaluation of Cost Proposals.** Lowest cost will be determined by the Cost Proposal rate submitted by the Responder. The Proposal with the lowest cost will receive 100% of the available points. The other Proposals will receive points using the following formula:

Lowest Proposal Rate

----- x Maximum Points = Points Awarded  
 Responder's Proposal Rate

*EXAMPLE: (Using 30 points as maximum): If Responder A submitted the lowest rate of \$100.00, and Responder B submitted a rate of \$117.00, Responder A would receive 30 points and Responder B would receive 25.64 points ( $100.00 \div 117.00 \times 30 = 25.64$ )*

**This Request for Offers does not obligate the State to award a work order or complete the assignment, and the State reserves the right to cancel the solicitation if it is considered to be in its best interest. The State reserves the right to reject any and all proposals.**

### Submission Format

The proposal should be assembled as follows:

**1. Cover Page**

Master Contractor Name  
 Master Contractor Address  
 Contact Name for Master Contractor  
 Contact Name's direct phone/cell phone (if applicable)  
 Contact Name's email address  
 Resource Name being submitted

**2. Overall Experience:**

- A. Mandatory Qualifications.** Responder must establish that the proposed resource meets the mandatory qualifications under this RFO by attaching a **resume** identifying the companies and contacts where the resource has demonstrated the mandatory qualifications. (Be certain that the resume has dates of work and notes whether the resource was an employee or consultant.) If the proposal and resume do not demonstrate that the resource meets all of the mandatory qualifications, the State will discontinue further scoring of the proposal. ***You must copy the Response Matrix chart below and insert it into your proposal with information filled out to indicate how the proposed resource satisfies each mandatory qualification.***
- B. Desired Skills.** Responders should demonstrate the length, depth, and applicability of the proposed resource's prior experience pertaining to the Desired Skills. Responders should attach a **resume** identifying the desired skills, including companies and contacts where the proposed resource has demonstrated the desired skills described in this RFO. (Be certain that the resume has dates of work and notes whether the resource was an employee or consultant.) Points will be awarded based on the extent to which the proposed resource has the desired skills. ***You must copy the Response Matrix chart below and insert it into your proposal with information filled out to indicate the extent to which the proposed resource satisfies each desired skill.***

RESPONSE MATRIX	
Resource Name:	
<b>MANDATORY QUALIFICATIONS:</b>	<b>Provide Dates and Company Name where the resource has demonstrated the qualification</b>
HTML5 architectural design/development experience, including CSS (2 years)	
Experience writing or designing HTML5 operating in an off-line mode (1 year)	
Experience with HTML5 supporting UI frameworks (2 years)	
Experience programming in Javascript (3 years)	
<b>DESIRED SKILLS:</b>	<b>Provide Dates and Company Name where the resource has demonstrated the skill</b>
Development experience using either appcache or indexeddb	
Experience working in a government environment	
Experience with WCAG 2.0 and Section 508 accessibility guidelines	

*At any time during the evaluation phases, the State may contact a vendor for additional or missing information, or for clarification of the Response. However, the State does not guarantee that it will request information or clarification outside the submitted written response. To avoid the possibility of failing the evaluation phase or of receiving a low score due to inadequate information, it is important that the vendor submits a complete Response and fully meets all requirements.*

- C. References.** Provide the names of two (2) references who can speak to the resource's work on a similar project. Include the company name and address, reference name, reference email, reference phone number and a brief description of the project the resource completed.
- 3. Cost Proposal.** Must be in a SEPARATE DOCUMENT and not listed in any other place in your submission. Include a separate document labeled "Cost Proposal" which includes the name of the resource being submitted and their proposed hourly rate.
- 4. Additional Statement and forms:**
1. Conflict of interest statement as it relates to this project
  2. [Affirmative Action Certificate of Compliance](#) (required if vendor proposal exceeds \$100,000, including extension options)
  3. [Equal Pay Certificate](#) (required if vendor proposal exceeds \$500,000, including extension options)
  4. [Affidavit of non-collusion](#)
  5. [Certification Regarding Lobbying](#) (required if vendor proposal exceeds \$100,000, including extension options)

The STATE reserves the right to determine if further information is needed to better understand the information presented. This may include a request for a presentation.

### Proposal Submission Instructions

- **Each vendor is limited to the submission of one (1) proposed resource in response to this Request for Offers.**
- Responses must be submitted via e-mail to:
  - Robin Wegener, Contract Manager, MN.IT Central  
[mnitcontracts@state.mn.us](mailto:mnitcontracts@state.mn.us)
  - Email subject line must read:  
[Vendor name] – RFO0163 MnCHOICES Developer Programmer Response
  - Submissions are due according to the Process Schedule previously listed.
- The e-mailed response should contain three (3) attached .pdf files
  - One (1) containing the cover page, resume, completed Response Matrix (Mandatory Qualifications and Desired Skills chart), and references, labeled “Response”
  - One (1) containing the cost proposal only, labeled “Cost Proposal”
  - One (1) containing all other supporting documentation, labeled “Supporting Documentation”
- Submissions are due according to the process schedule previously listed.
- All responses are time and date stamped by the State’s email system when they are received. Responses received after Proposals Due Date above will not be considered. The State shall not be responsible for any errors or delays caused by technology-related issues, even if they are caused by the State.
- Vendor must copy [MNIT.SITE@state.mn.us](mailto:MNIT.SITE@state.mn.us) on any responses submitted for this RFO. Vendors that do not intend to submit a proposal must send an email notification of a no-bid on the request to [MNIT.SITE@state.mn.us](mailto:MNIT.SITE@state.mn.us) . Failure to do either of these tasks will count against your program activity and may result in removal from the program.

## General Requirements

### Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

### Indemnification

In the performance of this contract by Contractor, or Contractor’s agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney’s fees incurred by the state, to the extent caused by Contractor’s:

- 1) Intentional, willful, or negligent acts or omissions; or

- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

### **Disposition of Responses**

All materials submitted in response to this RFO will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this RFO that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFO, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

### **Conflicts of Interest**

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage.

The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default.

The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

### **IT Accessibility Standards**



All documents and other work products delivered by the vendor must be accessible in order to conform with the State Accessibility Standard. Information about the Standard can be found at: <http://mn.gov/mnit/programs/policies/accessibility/>.

### **Preference to Targeted Group and Economically Disadvantaged Business and Individuals**

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at [mmdhelp.line@state.mn.us](mailto:mmdhelp.line@state.mn.us). For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

### **Veteran-Owned Small Business Preference**

Unless a greater preference is applicable and allowed by law, in accordance with Minn. Stat. § 16C.16, subd. 6a, the Commissioner of Administration will award a 6% preference in the amount bid on state procurement to certified small businesses that are majority owned and operated by veterans.

A small business qualifies for the veteran-owned preference when it meets one of the following requirements.

1) The business has been certified by the Department of Administration/Materials Management Division as being a veteran-owned or service-disabled veteran-owned small business. 2) The principal place of business is in Minnesota AND the United States Department of Veterans Affairs verifies the business as being a veteran-owned or service-disabled veteran-owned small business under Public Law 109-461 and Code of Federal Regulations, title 38, part 74 (Supported By Documentation). See Minn. Stat. § 16C.19(d).

Statutory requirements and certification must be met by the solicitation response due date and time to be awarded the preference.

### **Work Force Certification**

For all contracts estimated to be in excess of \$100,000, responders are required to complete the Affirmative Action Certificate of Compliance and return it with the response. As required by Minnesota Rule 5000.3600, "It is hereby agreed between the parties that Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are available upon request from the contracting agency."

### **Equal Pay Certification**

If the Response to this solicitation could be in excess of \$500,000, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at [compliance.MDHR@state.mn.us](mailto:compliance.MDHR@state.mn.us).